



APPLICATION FOR RECORDS RETENTION SCHEDULE

850718-10

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Comptroller General - Ins. Dept. Agents Licensing Division Computer Operations Rm. 616, West Tower, Floyd Bldg. Atlanta, GA 30334	Application Number	85-70
Application Number		Date Received JUL 18 1985	Date Completed OCT 9 1985
2. Person to Contact Debbie Richardson		Working Title Computer Operations Supervisor	Telephone Number 656-2100
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest July 1983		5. Records Series Title (followed by title used in office, if different) Resident and Non-Resident Insurance License Renewal Applications	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Agents Licensing Division is responsible for the legal licensing of agents, counselors, brokers and adjusters for all classes of insurance by strict enforcement of the qualification requirements for all applicants. The Computer Operations Section is responsible for batching and processing first-time license applications, renewals, certificate of authority request and annual listings, re-examination permits, permit renewals, bad checks, redeposits and refunds and balancing such with the Fiscal Department. The section also processes all insurance examinations and issues and prints licenses, failure notices, permits and letters of certification/clearance letters to agents applying for licenses in other states.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the annual renewal of all insurance licenses Included are: Form GID-101 - Resident Insurance License Renewal Application; Form GID-101-A - Non-Resident Insurance License Renewal Application; Batch Control Sheets, Batch Balance Lists and Batch Extract Lists. File is arranged: Chronologically by Fiscal Year; thereunder numerically by assigned Batch number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>12</u> ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an X in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	1	years.
b. Statute of limitation	2 *	years.	e. Administrative need	3 1/2	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

* See attached sheet

Attach copy or excerpt of laws or regulations. Explain administrative need.

Information is needed to verify receipt of payments, and for reference in the event a license is not renewed in one year, but renewal is requested in a subsequent year. Also used in the event legal action is initiated against agents who have not acquired the proper licenses or certificates of authority.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jerry Holbrook</i>	7-15-85	<i>Fred Anderson</i>	7/15/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 85-70		State Records Committee (Signature)	Date
		State Auditor/Designee	8-5-85
		Secretary of State/Designee	8/4/85
		Attorney General/Designee	8/15/85

Addition to item 11b.

These files can be used in the event a person is charged with selling insurance without the proper licenses or authority. The charge, according to O.C.G.A. 33-5-3, would be a misdemeanor. According to O. C. G. A. 17-3-1, the statute of limitation on a misdemeanor is two years.

(The above alteration to the schedule was made by Harmon Smith and Charles Saxon based on authority granted to Harmon Smith by the Comptroller General's records officer Mickey Anderson in a telephone conversation July 30, 1985.)